FRANKLIN COUNTY DATA CENTER
Job Posting: **Executive Administrative Assistant (to CIO)**

ANNUAL SALARY: $45,864 - 59,623 **Excellent Benefits Package

SUMMARY

Serves as a confidential assistant and advisor to the Data Center Chief Information Officer (CIO). Manages calendars and schedules. Manages the daily operations of the administrative office. General duties include facilities management, safety, facilities access control, document filing, and mail distribution.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Include the following. Other duties may be assigned.

- Serves as a confidential assistant to the CIO; manages the CIO's calendar, schedules meetings and appointments, and screens phone calls.
- Responsible for the development and maintenance of administrative policies and procedures.
- Ensures that custodial and cleaning operations are properly performed.
- Schedules the use of Data Center facilities, including conference and training room reservation and set-up.
- Receives and manages public information requests for Data Center administrative information.
- Manages Data Center photocopy and mail distribution services, including the publication of official notices and/or other publications.
- Coordinates maintenance of Data Center phone system and office equipment.
- Prepares and distributes Data Board meeting schedules, agendas, resolutions, and meeting minutes.
- Prepares activities reports for guidance of management.
- Performs meeting room set-up requirements prior to Data Board meetings.
- Coordinates Administration Office layout and workflow, develops the office budget and initiates cost-reduction programs.
- Coordinates monthly staff meetings, bi-weekly senior manager meetings
- Provides general clerical services as required.
- Plans events and special projects.
- Performs other duties, as assigned.

SUPERVISORY RESPONSIBILITIES

May supervise up to two administrative employees. Supervises and evaluates the work of administrative staff members in accordance with the organization's policies and applicable laws. Trains staff in the use of office systems and software applications.

QUALIFICATIONS

- Basic understanding of Information Technology and Data Center operations.
- Experience in use of a personal computer, printer, copier, fax and telephone system.
- Proficiency in MS Office, including Word, Excel, PowerPoint Microsoft Project and Visio
- Strong oral communication and interpersonal relationship skills - including assertiveness, tact, candor, empathy and sensitivity.
- Strong writing skills including proper use of spelling, grammar, sentence construction, punctuation, and proofreading.
- Strong organizational skills and superior time management.
- Strong problem solving skills.
- Excellent follow-up and follow-through skills are required

EDUCATION and/or EXPERIENCE:

High School or equivalent education with some college coursework preferred. Three years of office management or related experience is required. Education may be substituted for experience at the CIO's discretion.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to develop reports, create business correspondence and procedure standards. Ability to effectively present information and respond expeditiously to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS

Common math including percentages and linear equations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

None Required

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a climate-controlled office environment. Significant mental effort is required daily; a good amount of pressure and fatigue is present during an average work day; constant exposure to deadlines; regular attendance and occasional evening work is necessary in this position.

Data Center Benefits Summary:
Medical, Vision, Life, Mental Health, Direct Deposit, Credit Union, Deferred Comp, Retirement,
Sick and Vacation Accrual, Tuition Reimbursement
Send resume, references, and salary requirements to:
FRANKLIN COUNTY DATA CENTER
Attn: Jessica Wilkins-Bibbs, HR Manager
373 S. High St. 9th Floor Columbus, OH 43215-4599
fcdcjobs@franklincountyohio.gov
EOE   No Fees